

Activity:	7.1 Develop Acquisition Plan
Responsibility:	Project Team
Description:	<p>Develop a plan for the acquisition of any hardware, software, and telecommunications equipment needed to install and operate the software product at all system owner and user sites. The plan should address any special procurements necessary to accommodate the hardware and telecommunications equipment that may exist at a particular site. Acquisition planning must include sufficient lead time to accomplish all procurement, delivery, testing, and installation processes.</p> <p>It may be necessary to perform a risk analysis of the impact of certain resources not being available when needed. Develop a contingency plan for dealing with needed resources that are acquired later than expected.</p>
Work Product:	<p>Work closely with the system owner and representatives from the user sites to assure that all site-specific hardware, software, and telecommunications needs are addressed in the Acquisition Plan.</p> <p>Place a copy of the Acquisition Plan in the Project File.</p>
Note:	For projects that do not require extensive procurement and installation of hardware and software, the Acquisition and Installation Plans can be combined into one work product.
Review Process:	Conduct a structured walkthrough to assure that the Acquisition Plan is accurate and complete.